STUDENT INFORMATION SHEETS AND INTERVENTION FORMS *TIPS* FROM THE DATA ENTERER

PLEASE USE THE NEWEST FORM- SOME ARE STILL COMING IN WITHOUT THE RACE, LUNCH, ENGLISH LEARNER, & SERVICE COLUMNS.

MAKE SURE THE STUDENTS ARE EC STUDENTS- PLEASE **DON'T** LIST NON EC STUDENTS ON THESE FORMS

MAKE SURE THAT DATE OF BIRTH IS LISTED FOR ALL STUDENTS

MAKE SURE THAT THE SERVICE COLUMN INCLUDES SERVICES SUCH AS CRISIS ASSISTANT, LIAISON, ETC. **NOT** RESOURCE, SEPARATE, ETC.

MAKE SURE THAT GRADES ARE ENTERED IN NUMBERS AND MATH/READING TEST SCORES ARE NUMBERS **NOT** I,II,III ETC.

MAKE SURE THAT THERE ARE INTERVENTION FORMS FOR ALL CHILDREN LISTED ON THE STUDENT INFORMATION SHEET.

IF POSSIBLE DOUBLE CHECK THE REPORT FROM LAST YEAR AND MAKE SURE THE STUDENTS INFORMATION IS THE SAME ON BOTH. SOME REPORTS COME IN AND THE CHILDRENS NAMES ARE SPELLED DIFFERENTLY. ALSO BIRTHDATES SEEM TO CHANGE OCCASIONALLY.

PLEASE KEEP THE EC CATEGORY LIMITED TO THE FOLLOWING:
AU, DB, D, DD, HI, ID-M, ID-Mo., ID-S, MD, SED, S-LI, OI, OHI, SLD, TBI, VI. SO THAT WE DON'T HAVE MORE THAN ONE TYPE OF ABBREVATION FOR THE SAME DISABILITY.

PLEASE USE THE SERVICES THAT ARE LISTED ON THE INTERVENTION SHEET : DAY TREATMENT, CRISIS TEAM, LIAISON, 1:1 ASSISTANT, SOCIAL WORKER, MENTOR, TEACHER, & SPECIFIC TEACHER. OTHER SERVICE NAMES ARE NOT IN THE DATA BASE.

ENGLISH LANGUAGE LEARNER MEANS A STUDENT WHO IS NOT A NATIVE ENGLISH USER AND IS LEARNING ENGLISH.